



MINUTES
COMMITTEE OF THE WHOLE MEETING
Monday, September 8, 2014

Present:

Mayor Blomberg	Trustee Brandt
Trustee Feldman (Left at 7:50 p.m.)	Trustee Grujanac
Trustee McDonough	Trustee Servi
Trustee McAllister	Village Clerk Mastandrea
Village Treasurer Curtis	Village Attorney Simon
Village Manager Burke	Chief of Police Kinsey
Finance Director Peterson	Director of Public Works Woodbury
Community & Economic Development	Engineering Supervisor Horne
Director McNellis	Planner Robles
Economic Development Coordinator	
Zozulya	

ROLL CALL

Mayor Blomberg called the meeting to order at 7:15 p.m. and Village Clerk Mastandrea called the Roll.

2.0 APPROVAL OF MINUTES

2.1 Acceptance of August 25, 2014 Committee of the Whole Meeting Minutes.

The minutes of the August 25, 2014 Committee of the Whole Meeting were approved as submitted.

3.0 ITEMS OF GENERAL BUSINESS

3.1 Planning, Zoning and Land Use

3.11 Preliminary Evaluation of an Amendment to Ordinance No. 70-230-12, as further amended, granting a Special Use for a PUD to permit a proposed parking deck at 25/75 Tri-State International Office Center (Trammell Crow Company/Principal)

Community & Economic Development Director McNellis provided a summary of the request.

Mr. Grady Hamilton, Principal with Trammell Crow Company, on

behalf of the property owner, introduced Kelley Morrissey, Building Manager with Colliers International; John Carlson with Trammell Crow Company and Roger Heerema, with Wright Heerema Architects.

Mr. Hamilton provided background and a presentation regarding the request to permit a parking deck at the Tri-State International Office Center.

Trustee Feldman asked if they accounted for any water displacement or stormwater impacts. Mr. Hamilton noted water displacement was accounted for and explained the stormwater impact is expected to be minimal as the proposed parking deck is not planned to increase the amount of impervious surface on the site. Mr. Hamilton explained stormwater impact would be noted in more detail once formal engineering plans were prepared. Trammell Crow will work this out with staff during the design phase; however, Mr. Hamilton reaffirmed the proposed parking structure is not planned to increase the amount of impervious surface.

A brief discussion regarding the need for the parking facility due to the trend in modern offices buildings to hold greater numbers of employees within less square footage than in the past followed. Mr. Hamilton noted, given this trend, it is likely any future tenant of the Tri-State International Office Center will seek more parking on the site regardless of the tenant.

Trustee McDonough asked if there was any information on the proposed tenant. Mr. Hamilton noted the proposed tenant has a team environment, an office use with typical business hours and will bring approximately 1,200 employees to Lincolnshire.

Trustee McDonough asked if occupancy at the Tri-State International Office Center, in the past, was at 100% and if parking was an issue. Mr. Hamilton noted it has been approximately 4 years since the center was 100% occupied. Ms. Kelley Morrissey noted in 2012 the Tri-State had lost CVS Caremark, who had shuttle service to the train stations and a majority of the site was occupied. Ms. Morrissey noted there has always been parking issues for this office complex.

Trustee McDonough noted concern regarding such an increase in parking and how it would affect the area. Trustee McDonough suggested a traffic study be done if the Architectural Review Board (ARB) received the project favorably.

A brief discussion regarding surrounding buildings and setbacks followed.

A brief conversation regarding clean-up of an existing shared parking easement for the development and possibly adding more green space followed. Mr. Hamilton noted as part of this project, the existing parking easement would likely need to be removed. Mr. Hamilton noted it is thought this easement was established during the construction of the center to accommodate parking at the various buildings when construction was underway. Community & Economic Development Director McNellis noted staff has found no Village record or reason to require the parking easement, other than the easement document itself.

It was the consensus of the Board to refer this to the Architectural Review Board for design review.

3.12 Preliminary Evaluation of an Amendment to existing Special Use Ordinance No. 78-533-23, along with site plan modifications for a proposed U-Haul facility located at 200 Industrial Drive (Amerco Real Estate Company)

Village Planner Robles provided a summary of the proposed amendment to the existing Special use for a proposed U-Haul facility.

Ms. Heather Skelton, Marketing Company President for U-Haul provided a presentation regarding the proposed U-Haul facility. Ms. Skelton noted U-Haul would like to make a presence in the area, and the desire is to be in Lincolnshire. Ms. Skelton noted some of the holdup with the purchase of this site is due to their desire to reduce the berm and some of the proposed improvements U-Haul/Amerco would like to make at the site which would amend the existing use.

Mayor Blomberg asked if there was a time-frame from Buffalo Grove as to when this parcel might be disconnected from the Village of Lincolnshire per the existing boundary agreement. Planner Robles noted the proposed plans for U-Haul have been shared with Buffalo Grove for feedback. Planner Robles noted the timing of the potential property disconnection is not known at this time. Staff will continue to provide Buffalo Grove with the plans and information as this project moves forward in anticipation that the property may be within Buffalo Grove's corporate boundaries in the future.

Trustee McAllister asked if there would be additions to the building and pavement which would affect impervious surface. Ms. Skelton noted this is preliminary but mentioned some of the proposed improvements to include renovations and paving.

A brief discussion regarding the berm and considering cut-outs that would still preserve many of the trees located on the berm followed.

Mayor Blomberg asked how the Special Use and improvements for U-Haul would change the process for potential tenants in the future. Planner Robles noted staff would be working on a long-term goal with U-Haul noting any changes to the site would be considered for possible future tenants. Ms. Skelton noted some of the changes to the original site in the proposed plans but U-Haul intends to clean up the site.

It was the consensus of the Board to refer this to the Architectural Review Board for design review.

3.13 Consideration and Discussion Regarding the Annual Update to the 2013 Economic Development Strategic Plan: Building Economic Success (Village of Lincolnshire)

Economic Development Coordinator Zozulya provided a summary and statistics of the current plan accomplishments. Economic Development Coordinator Zozulya summarized proposed goals and an update to the 2013 Economic Development Strategic Plan.

Trustee Grujanac noted the huge impact this plan has made on partnerships with the other community organizations.

Mayor Blomberg noted Goal 1 is to expand transportation relationships; the corporate centers have one or two shelters and inquired if these were provided and paid for by PACE. Economic Development Coordinator Zozulya noted the shelters are provided and paid for by PACE. PACE informs staff any time a new location is up for consideration to approve the location and make sure there are no conflicts with utilities. Mayor Blomberg suggested looking at possibly updating the shelters and providing additional shelters and walking paths to these locations. Economic Development Coordinator Zozulya noted staff has been working on providing a master pedestrian plan for commercial areas.

Mayor Blomberg made noted of his support for the following goals identified in the plan: Goal 3 to increase our relationship and partnership with Visit Lake County; the Goal to improve the Village's kiosk sign; adding additional signage on paths to promote businesses. Mayor Blomberg recommended adding lighting in some areas to promote safety and appearance and expressed support for Goal 6 to promote local community events and shared an example of Traverse City, Michigan's business promotion document staff could use as a resource to generate ideas.

Trustee Grujanac noted her perception is that the business is separate from the residential areas and recommended bringing crossover between the two.

Trustee Grujanac asked who was involved with the Chamber Board and inquired if it would be beneficial to have an elected official participate. Economic Development Coordinator Zozulya noted there are current vacancies on the Board, and an elected official would be a beneficial addition. Community & Economic Development Director McNellis noted he is a member of Visit Lake County Board but if there are other elected officials on this Board interested, he could step down. Trustee Servi asked how Lincolnshire is involved with Lake County Partners. Staff informed Trustee Servi they are involved with these organizations and have a strong dialog with these groups.

Trustee McDonough noted the plan was well written and much needed. Trustee McDonough suggested adding a wish list to the plan such as having an individual Chamber, separate from Buffalo Grove.

Trustee Servi asked if any of the trade shows which staff attended resulted in leads for Lincolnshire businesses. Economic Development Coordinator Zozulya noted certain leads are currently in waiting and staff has been following up with these leads.

A brief conversation followed regarding having incentives for businesses coming to Lincolnshire and balancing out individual businesses compared to chains.

Trustee McAllister noted he gets questions regarding Flatlanders and The Cubby Bear sites. Economic Development Coordinator Zozulya noted The Cubby Bear is not currently in the Village of Lincolnshire, but according to the boundary agreement with

Buffalo Grove, this parcel is to be part of the Village of Lincolnshire, should future annexation be sought.

Mayor Blomberg requested staff remove the Goal to expand apartment housing from the plan.

3.14 Consideration and Discussion Regarding the Establishment of an Economic Development Incentive Policy for the Village of Lincolnshire (Village of Lincolnshire)

Economic Development Coordinator Zozulya provided a summary of the establishment of an Economic Development incentive policy and research completed by staff. Economic Development Coordinator Zozulya asked for direction regarding the formulation of sales tax sharing guidelines as well as looking at other tools that may be of interest.

Trustee McDonough noted one of the other Villages used in comparison has a \$5,000 application fee for incentives which would be beneficial. Trustee McDonough noted one of the items suggested was a loan for some of the businesses but did not think the Village should be in the banking businesses. If the loan could be provided at a good rate or at a rate the Village currently gets, he would be willing to listen to the idea.

Village Manager Burke noted the Village is required to post information regarding existing sales tax incentive agreements on the State Department of Revenue website. Trustee McDonough asked if giving up some of the sales tax was the wise thing to do, since our budget relies on this type of tax to fund operations. Community & Economic Development Director McNellis noted developing a formal policy would put the Village in a better position and open up communication with businesses that might look past us without having a policy in place.

The purpose of the plan was to get feedback from the Board and to put together a draft document based on comments for review.

Mayor Blomberg suggested taking each business on a one by one basis and not necessarily have a policy to hold firm. Village Attorney Simon noted by putting a policy in place it would set some guidelines and yet provide the Board flexibility in administration.

3.2 Finance and Administration

3.21 Receipt of Request from Citizens and Village Organizations

Regarding Proposed Fiscal Year 2015 Budget (Village of Lincolnshire)

Village Manger Burke summarized the process for Organizations to present budget requests for consideration to the Board each year and noted the 2015 requests are in the packet. In the past the Organizations came to the meeting to present information regarding requests, and this year the Organizations were asked to submit the information. If the Board needs more information, the Organizations are willing to come back for a presentation. Staff plans to include the requested amounts in the budget for discussion at the Budget Workshop Meetings.

Mayor Blomberg noted the Organizations were prepared to come in to present their requests but the suggestion was made for them to supply the information and if necessary they would present at another date.

Trustee McDonough noted Visit Lake County does great work and handle many things but noted when the PGA came, the Lincolnshire hotels and restaurants were not marketed directly by Visit Lake County. Trustee McDonough noted local establishments did not want to be included in the marketing to provide flexibility in pricing hotel rooms, and the majority of the rooms in the Village were booked during the event. Trustee McDonough noted it was his opinion the Village didn't need to sponsor Visit Lake County since it does not promote Lincolnshire in its many initiatives and is more focused on higher profile tourists sites in Lake County.

Community & Economic Development Director McNellis noted staff had been in meetings with Visit Lake County regarding events occurring in Lake County and how Lincolnshire will be promoted in the future and felt that even though the PGA might not have needed to be promoted, the Village benefits from other events Visit Lake County books into our hotels throughout the year.

Mayor Blomberg noted the PGA brought people to the area but one of the benefits of Visit Lake County is to bring individuals to the Village who are not coming here already.

It was the consensus of the Board to discuss the contributions further at the Budget Workshop meetings.

3.22 Consideration and Discussion of Village of Lincolnshire

Goals for Fiscal Year 2015

Village Manager Burke reviewed the proposed Goals for Fiscal Year 2015 based on staff's recommendations.

Trustee McDonough suggested adding information regarding resident responsibility for cutting down ash trees in a conservancy. Director of Public Works Woodbury noted if the tree is deemed a hazard the resident can cut it down, but if it is down already, the resident is to leave the tree in the conservancy area as is. The Arborist determines if it is a hazard or not. Village Manager Burke noted covenants for conservancies are governed via a recorded plat subdivision and are not subject to be changed easily.

Mayor Blomberg noted he approved of the Goal to use more video for promotion. Village Manager Burke noted the goal for this was to utilize YouTube.

3.23 Consideration and Discussion of an Ordinance Consenting to the Village of Volo and the Village of Bannockburn as Additional Members of the Solid Waste Agency of Lake County, Illinois (SWALCO) with No Late Fee (Solid Waste Agency of Lake County)

Village Manager Burke provided a summary of the Ordinance consenting to Volo and Bannockburn as additional members of the Solid Waste Agency of Lake County (SWALCO)

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

3.3 Public Works

3.31 Consideration and Discussion of Acceptance of Public Improvements for the Forest View Subdivision (Fidelity Builders, Inc.)

Engineering Supervisor Horne provided information for acceptance of the Forest View public improvements noting the only improvements completed and eligible for a Letter of Credit reduction are the water and sanitary sewer improvements.

There was a consensus of the Board to place the acceptance of the Forest View water and sanitary sewer improvements on the Consent Agenda for approval at the next Regular Village Board

Meeting

3.32 Consideration and Discussion of a Request for an Out-of-Village Water Service Agreement to Connect to the Village Water Supply for the Property Known as 23232 N. Indian Creek Road – (Mr. and Mrs. Foss)

Engineering Supervisor Horne provided a summary of the request for out-of-Village water service agreement to connect to the Village water supply for 23232 N. Indian Creek Road.

Mayor Blomberg asked if there was capacity. Engineering Supervisor Horne confirmed there was capacity. Mayor Blomberg asked if both neighboring homes are currently hooked up to the system. Engineering Supervisor Horne noted the property to the east is requesting to hook up but did not have all their paperwork in order for the meeting.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

3.33 Consideration and Discussion of Draft Village of Lincolnshire Plan for Public Information (Village of Lincolnshire – Natural Hazards Mitigation Planning Committee)

Village Manager Burke provided a summary of the draft for public information noting this is part of the committee that worked on the All Natural Hazards Mitigation Plan which was presented at the last Committee of the Whole meeting.

There was a consensus of the Board to place this item on the Regular Agenda for approval at the next Regular Village Board Meeting.

3.4 Public Safety

3.5 Parks and Recreation

3.51 Consideration and Discussion of Acceptance of Proposal for Installation of Balzer Park Basketball Court from M-C Sports in the Amount of \$24,611.75 (Village of Lincolnshire)

Director of Public Works Woodbury provided a summary of the proposal for the installation of the Basketball Court at Balzer Park.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

3.6 Judiciary and Personnel

5.0 **UNFINISHED BUSINESS**

Trustee Grujanac asked what the status was of the 6' fence on Route 22 that was down as a result of the recent storm event. Engineering Supervisor Horne noted the two panels that were down and broken have been fixed; the ones in question are newly fallen.

Trustee Grujanac wanted to thank Public Works Streets for the great job they were doing on Londonderry Lane.

Trustee McAllister noted he was out of town during the Greek Orthodox Church meeting at their church and asked for an update. Trustee Grujanac noted she was in attendance at the neighbor meeting and provided an update to the Village Board. Trustee Grujanac noted there were 7 neighbors in attendance and the meeting went very well, and concerns raised by neighbors related primarily to landscaping on the church's property. Community & Economic Development Director McNellis noted the next step was to take it to the Architectural Review Board.

6.0 **NEW BUSINESS**

7.0 **EXECUTIVE SESSION**

8.0 **ADJOURNMENT**

Trustee McAllister moved and Trustee Grujanac seconded the motion to adjourn. Upon a voice vote, the motion was approved unanimously and Mayor Blomberg declared the meeting adjourned at 9:16 p.m.

Respectfully submitted,

VILLAGE OF LINCOLNSHIRE

Barbara Mastandrea
Village Clerk